

C

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Center for Employment Opportunities

**Passport to Success**

# CEO COMPANY PHILOSOPHY

(CEO CPs):

C OOPERATION WITH SUPERVISOR

E FFORT AT WORK

O N TIME

C OOPERATION WITH CO-WORKERS

P ERSONAL PRESENTATION

## NOTES

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

# CEO WORKSITE DAILY EVALUATION

Name: \_\_\_\_\_  
(print)

Signature: \_\_\_\_\_

CEO ID # \_\_\_\_\_

Job Coach \_\_\_\_\_  
(name) (Ext.)

Job Developer \_\_\_\_\_  
(name) (Ext.)

Appointment Day \_\_\_\_\_

Sr. Site Supervisor's Review

\_\_\_\_ Initial \_\_\_\_\_ Date \_\_\_\_ Initial \_\_\_\_\_ Date

Workforce Development Coordinator's Progress Review

\_\_\_\_ Initial \_\_\_\_\_ Date \_\_\_\_ Initial \_\_\_\_\_ Date

Job Coach Supervisor's Progress Review

\_\_\_\_ Initial \_\_\_\_\_ Date \_\_\_\_ Initial \_\_\_\_\_ Date

Center for Employment Opportunities

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Web Site: <http://www.ceoworks.org>

Date: \_\_\_\_\_

Site: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

*On this particular day, did the participant...*

**COOPERATE WITH THE SUPERVISOR**

CS1: Demonstrate respect for authority

CS2: Listen and follow instructions

CS3: Accept performance feedback

**SHOW EFFORT AT WORK**

EW1: Show productivity at work

EW2: Take responsibility for completing tasks

**SHOW UP ON TIME**

OT1: Arrive on time for start of the work day

OT2: Arrive on time from break

OT3: Arrive on time from lunch/dinner

**COOPERATE WITH CO-WORKERS**

CC1: Work with others as a team to accomplish a task  
and/or manage conflicts within the team

**PERSONAL PRESENTATION**

PP1: Dress, communicate, and carry oneself appropriately

PP2: Maintain a positive attitude

**SKILL ACQUISITION**

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

JC Initial: \_\_\_\_\_ Date: \_\_\_\_\_

JD Initial: \_\_\_\_\_ Date: \_\_\_\_\_

← (low)		Meets Standards		(high) →
1	2	3	4	5
<b>COOPERATE WITH THE SUPERVISOR</b>				
<b>SHOW EFFORT AT WORK</b>				
<b>SHOW UP ON TIME</b>				
NO <input type="checkbox"/>			YES <input type="checkbox"/>	
NO <input type="checkbox"/>			YES <input type="checkbox"/>	
NO <input type="checkbox"/>			YES <input type="checkbox"/>	
<b>COOPERATE WITH CO-WORKERS</b>				
<b>PERSONAL PRESENTATION</b>				
<b>SKILL ACQUISITION</b>				

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Site: \_\_\_\_\_

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